MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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SPRING MEETING TO FEATURE "ETHICS, SECURITY, & THE LAW"

MARAC returns to Wilmington, Delaware, May 2-4, 1991, for a spring conference that promises lively sessions and first-rate hospitality in the First State. The Radisson Hotel in downtown Wilmington will provide a convenient and comfortable site for the gathering.

Located where the Brandywine and Christina rivers flow into the Delaware, Wilmington's rich history dates to 1638, when Swedish settlers established Fort Christina. In the 1730s, Thomas Willing laid out Willingtown, which Quaker merchants and millers developed into Wilmington. Until the early twentieth century, the city was a manufacturing center, producing first flour and later gunpowder, leather, railroad cars, and ships, among other products. Today, corporate headquarters, especially those of the Du Pont Company, research, and banking are the basis of the city's prosperity. A diverse population has created a city with attractive, stable neighborhoods, strong cultural institutions, and many fine restaurants for MARAC members to enjoy. Wilmington has also played a role in MARAC's history, hosting the very first meeting in 1972.

A review of the last ten years' of MARAC programs reveals frequent offerings of sessions having ethical and/or legal topics — the right of privacy, copyright, equality of access, donor relations -- to name a few. With this in mind, the 1991 Spring Program Committee decided to take those two topics, add a third subject, security, and create a series of inter-related sessions: "*Ethics, Security, & the Law.*"

The meeting's theme addresses timely, complex issues that confront all archivists. The program committee is planning sessions that will feature stimulating speakers and many opportunities for discussion and debate. Page Putnam Miller, director of the National Coordinating Committee for the Promotion of History, will address the plenary session on legal and ethical issues within the context of federal legislation, especially as they affect historians and the preservation of the historical record.

Individual sessions will focus on the ethics of collecting, donors' rights and expectations, copyright, access to materials, ethical practices of conservators, and archival theft. Speakers will provide a variety of perspectives on these issues. For example, the session on donors' expectations will include an archivist, a scholar, and a donor, while that on access to materials will present the views and needs of five types of researchers. The Charles Mount and Stephen Blumberg cases will highlight the two

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"Ethics, Security, & the Law"

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sessions on archival theft, with victims of those thefts and an FBI agent among the speakers. These issues are neither easy nor comfortable, nor do they have simple answers, but this MARAC conference is designed to provide open discussion and greater understanding.

The SAA will present two workshops before the conference. For beginning archivists, Tom Frusciano will lead a session on arrangement and description. Experienced archivists may attend a workshop on donor agreements and the rights of donors, taught by Trudy Peterson and Gary Peterson. Participants may bring donor agreements from their own institutions for evaluation and possible revision.

Wilmington's central location will make it easy for MARAC members to attend this conference. For those who drive, the city is right on Interstate 95. The Amtrak and bus stations are a few blocks from the hotel. Also, there is convenient transportation from the Philadelphia airport.

All work and no play makes Jack or Jill a dull archivist, and the local arrangements committee is planning events that take advantage of the region's rich cultural resources. The recently enlarged Delaware Art Museum will host the reception on Friday evening. The museum holds a major collection of Pre-Raphaelite art and works by Howard Pyle, among other treasures.

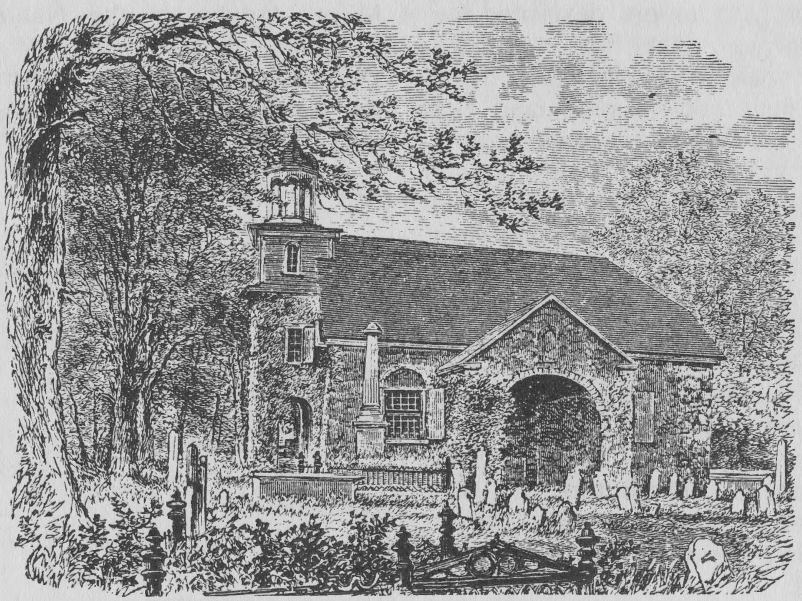
MARAC is offering three special tours on Thursday afternoon. One will feature the Winterthur and Hagley museums. Winterthur, which houses Henry F. du Pont's unequaled collection of American furniture, is a mecca for antique lovers, while Hagley preserves the original Du Pont Company powder mills. Another tour will take in Longwood Gardens, spectacular in the springtime, and the Chadds Ford Winery. The third tour will visit New Castle, a small town on the Delaware River that has lovingly preserved its colonial and Federal architecture. This expedition includes the George Road II House and Garden, built at the turn of the nineteenth century, and a walking tour of the town.

After the meeting concludes, a number of possibilities may tempt participants to extend their stay in Delaware. MARAC will offer discount tickets to Old Dover Days, a community festival in the state's capital with tours of private homes and other activities. The area's many museums are available, to say nothing of the beach and tax-free shopping. For both business and pleasure, Wilmington is the place for MARAC members to be May 2-4, 1991!

For further information on the program, contact Charlotte Brown, chair of the program committee, at Franklin and Marshall College (717-291-4225) or Max Yella, chair of the local arrangements committee, at the University of Delaware (302-451-6952). Further details will be forthcoming in the conference information packet, to be mailed in early March.

Two sessions at the Spring 1991 MARAC meeting will focus on the Ethics of Collecting and the Ethics of Access. The sessions will follow the format of a panel discussion with panelists reacting to and discussing a variety of ethical situations. These scenarios will be based on real life experiences. The program committee is seeking real life experiences on which to base scenarios for panel discussion.

If you have experienced ethical dilemmas in your career as an archivist, please jot it down and send to Pamela Cassidy, Hershey Community Archives, 1 Chocolate Avenue, Hershey, PA 17033. Deadline: March 15, 1991.



THE OLD SWEDES CHURCH, ERECTED 1698–'99.

FROM THE CHAIR

by Lee Stout

The bustle and excitement of the Alexandria meeting are slowly receding from my consciousness. Among my memories of this most heavily attended MARAC conference, the numbers of people showing interest in electronic records issues stands out. Absent from Alexandria, but staring me in the face everyday is another related issue — the archival preservation of electronic mail.

For many of us, e-mail has become an indispensable tool. It provides free and easy communication with colleagues in neighboring offices, states or continents. It invites spontaneity and a degree of soul-baring that we usually don't commit to paper these days. In fact, it has many of the qualities of a telephone conversation, and that is where the problems arise. E-mail is changing habits. Once more we are recording in visible form that which might have only been spoken a few years ago.

For archivists this presents dilemmas. In universities, we are increasingly likely to find senior administrators who are becoming dedicated e-mail users. However, what does the archivist do if the administrator is an e-mail addict? Suppose he or she sends all important communications by e-mail and then erases the messages without making copies for the files? The University will lose evidence of the administrator's activities that are part of the "corporate memory" as well as a potentially significant source of historical information. This has already happened elsewhere, although Messrs. North, Poindexter, and their NSC colleagues learned too late that their e-mail system secretly "archived" copies of their erased messages.

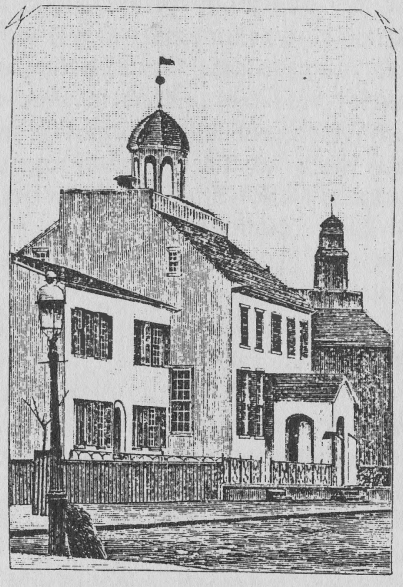
Some states are now asserting that the e-mail of officials of government and state-owned universities is a public document. It is subject to legally-mandated records management schedules as well as freedom of information or sunshine laws. Citizens can demand accountability from public servants by seeing their e-mail, as they can their other active files.

Nevertheless, many react in horror to the thought of someone else saving and looking at their e-mail. They think it's the same as tape-recording their telephone calls. There are lawsuits against employers who secretly read their employee's e-mail. E-mail conferencing "managers" cite the "chilling effect" possible archival preservation would have on the frankness of their on-line conversations. Yet librarians are citing e-mailed bulletin board messages as idea sources in article footnotes and a special collections bulletin board "manager" promises to print, bind, and donate all messages to an archives for future use.The conventional wisdom is "they print and file all the important stuff," but there is no empirical evidence to prove this. We might be able to convince users that e-mail is a form of correspondence, "filed" in folders that can be saved indefinitely, rather than a recorded telephonic conversation. However, there are still many obstacles to archival preservation of electronic mail.

Appraisal is one major problem. We must not only determine whose correspondence is of greatest interest but also how to separate the significant messages from the trivial. If we can decide what to save, an equally perplexing question is how to save it?

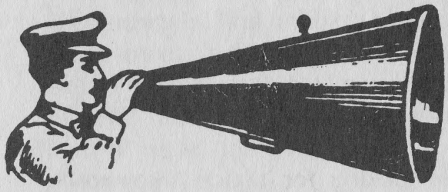
Should the appraiser flag messages in folders and electronically copy them to the archives? Should we regularly retire entire folders into the archives? Should an archival program scan e-mail files looking for specific keywords or phrases in messages and pull them into the archives? Should we save the messages in electronic form so we can search the files by keyword or should we simply print them out on paper or COM and index them?

Before you conclude that Big Brother really might be watching you, let me reassure you that most archivists are only beginning to think about these problems. Archival unfamiliarity with computer technology is receding, but archival concern for the vulnerability of computerized information is growing. Electronic mail is only the latest entry on the list of new forms of communications and record-keeping which archivists will struggle to preserve.



OLD NEW CASTLE COUNTY COURT-HOUSE,
At New Castle.

NEWS NOTES



MARAC PUBLICATIONS COMMITTEE

The MARAC Publications Committee has two new technical leaflets for sale. They are "Developing Archival Exhibitions" (Technical Leaflet #5, by Shawn Aubitz and Gail F. Stearn) and "Involving Volunteers in Archives" (Technical Leaflet #6, by David Carmichael). They, along with other MARAC publications, can be purchased by contacting Richard H.F. Lindemann for a price list. His address is Special Collections Department, University of Virginia Library, Charlottesville, VA 22903-2498.

Nancy McGovern, who has served as the Technical Leaflet series editor, has resigned. Kathy Jacob is Nancy's replacement. If anybody has suggestions for Technical Leaflet topics or wishes to write a Technical Leaflet they should contact Kathy at the Textual Projects Branch (NNTA-S), Textual Records Division, National Archives and Records Administration, Washington, DC 20409.

Committee Chair Greg Bradsher reports that sales were brisk at the Fall MARAC meeting in Alexandria, Va. and he thanks everybody for supporting the MARAC publications program. Anyone who wants to discuss the publications program should contact Greg at 7406 Lothian Lane, Fort Washington, MD 20744 or phone (301) 763-7410.

Ruling Allows Use of Unpublished Material to Establish Fact

A federal judge has ruled that the Warner Books 1988 biography, *Richard Wright, Daemonic Genius* by Margaret Walker, did not violate fair use standards by quoting and paraphrasing from unpublished materials whose copyrights are owned by Wright's widow.

Wright intends to appeal the ruling.

Mark Fowler of Satterlee Stephens Burke & Burke, attorney for Warner Books and Walker, praised the ruling: "It establishes that when a quotation's use is purely factual it is authorized under the copyright statutes. Biographers have to be able to refer to primary sources. It's an absolute necessity to their art form."

Ellen Wright had sought a permanent injunction against the further use of the material. Her suit contended that Walker's use of Wright's published works, unpublished journals (collected at Yale University) and a series of letters Wright sent to Walker in the 1930s, went beyond fair use standards. Wright wrote *Native Son* and *Black Boy*.

Judge John Walker in U.S. District Court in Manhattan noted that the ruling protecting unpublished material in *Salinger* sought to protect an artist's expression, "not merely any facts that might be set forth in unpublished materials"; he concluded that Walker's paraphrasing of the journals and letters was to establish necessary facts. Judge Walker also noted the ruling in *Harper & Row v. The Nation*, which considered the effect of the material's use on the potential market or value of the copyrighted work. The judge said, "In no way can Walker's minimal quotations from Wright's brilliant novels and autobiographical works serve as a substitute for the books themselves."

— Calvin Reid

Reproduced from Publisher's Weekly, October 12, 1990

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The College and University Archives Section of the Society of American Archivists is continuing its program of "Adopt an Archives". This program has as its goals to improve the quality of archival practice at colleges and universities, to provide concrete assistance, and to foster relationships among academic archivists including involvement in the Section's activities. Adoptees can reasonably expect informal, unstructured advice, usually by mail or telephone. It is not extensive training; it is supplemental help. Efforts will be made to match institutions similar in type and size and in the same geographical region. Adoptees should be persons who work with archival records and/or manuscripts in a college or university setting and they should request help only with respect to those documents. Persons requesting assistance with book collections or museum artifacts will not be accepted into the program. Adoptees should work at an institution that is committed to developing an archival program. Persons interested in having their institution adopted or who can assist in this program as adopters should contact Mr. Michael Kohl, Special Collections, Clemson University Libraries, Clemson SC 29634-3001; (803)656-5176.

NEWS NOTES (Continued)

ACADEMY OF CERTIFIED ARCHIVISTS EXAMINATION FACT SHEET

Eligibility
To sit for the examination, a candidate must have one or more of the following: A Master's Degree with a minimum of nine semester hours of graduate study in archives administration and a minimum of one year of qualifying professional archival experience; Any Master's Degree with two years of qualifying professional archival experience; A Bachelor's Degree and three years of qualifying professional archival experience.

Examination Sites
The 1991 examination will be given in conjunction with the 1991 Society of American Archivists meeting in Philadelphia and in Atlanta, Chicago, Dallas, and Los Angeles.

Examination Date
The examination will be given during the fourth week of September 1991, at all examination sites.

Application Deadlines
To register for the 1991 examination, the following application and fee schedule applies. Application fees are not refundable. August 2: Applications and fees ($50) must be postmarked no later than midnight, August 2, 1991. August 12: Applications and fees ($50) accompanied by a LATE FEE ($75) must be postmarked no later than midnight, August 12, 1991. Applications postmarked after August 12, 1991, will not be processed.

Certification Fees
The $50 application fee is applied toward the $275 certification fee. Successful candidates must pay the remaining $225 within 30 days of notification of examination results. The late fee is not applied toward the total fee for certification.

Additional Information
The ACA Candidate Handbook and an application form are available from the ACA Secretariat C/O Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

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COLONIAL DAMES SCHOLARSHIP AVAILABLE

A scholarship to the National Archives' Modern Archives Institute, to be held June 3 - 14, 1991, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Michele F. Pacifico, National Archives and Records Administration, Archives II Project - Room 409, Washington, D.C. 20408, by April 1, 1991.

NEW ENGLAND MUSEUM ASSOCIATION AND OLD STURBRIDGE VILLAGE MUSEUM ARCHIVES INSTITUTE APRIL 19-20, 1991

The fourth New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village on April 19-20, 1991. The Institute has been expanded into a two day program so as to allow for a more concentrated and in-depth approach to the topics. Participants may join the program either year. The sessions are geared for the beginner and include such topics as records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, automation, fundraising, exhibits, photographs, and outreach.

In addition to the basic program, the Institute will offer a concurrent special topic program focused on automation. This subject will deal with the planning process as well as the latest developments and future direction of museum archives automation. The Institute offers a different special topic program each year.

Institute faculty is made up of museum and archives professionals who share a national reputation. Both the basic and special topic programs are two days with a limited registration and a fee of $90.00 each. For information call Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Rd., Sturbridge, MA 01566. (508) 347-3362.

Archival Survival, Inc.
Preservation Microfilming has moved to new quarters at:
284 Third Avenue,
Brooklyn, NY 11215
(718) 858-0890.

State & Local News

DELAWARE

Bureau of Archives and Records Management

The State Archives was one of three archives selected to host an NHPRC/Mellon Fellow for 1991-1992. (The other two archives are Oregon State Archives and the UCLA Film Archives.) The Archives was also successful in getting passed legislation called the "Local Records Bill." The bill approved assessment of a $1.00 fee to be collected with transactions at the Office of the Recorder of Deeds. This dedicated source of funding will be shared between the state and local archives for records management purposes.

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Hagley Museum and Library

A remodeling project in the Library is scheduled to be finished in December. The project included installation of new exhibit cases, redesign of the reading room, and improved security. The first exhibition to be installed in the new cases will focus on P.S. du Pont, "the collector." It will interpret his activities as a collector of books and family papers. The Library is planning a schedule of ongoing exhibits for the new cases to highlight library collections.

The Archives has also recently acquired the John McShain Papers, records, papers and drawings from a Philadelphia architectural firm involved in many Washington, D.C. projects such as the design of the Pentagon. The Archives had also received a grant to process the papers.

Winterthur Museum

The Pew Charitable Trusts have awarded Winterthur Museum a grant of $130,000 to establish a library conservation laboratory and expand its art conservation program to include library and archives preservation.

The three-year grant enables Winterthur to establish a laboratory for training students and interns in library conservation. The training will be incorporated into the Winterthur/University of Delaware Art Conservation Program, a three-year course leading to a master of science degree. In addition, internships will be available for individuals outside the program who want to pursue a career in library and archives conservation.

The Joseph Downs Collection of Manuscripts at the Library has recently acquired over 100 documents that belonged to General Walter Stewart, concerning housing in Philadelphia.

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Historical Society of Delaware

The Historical Society sponsored a very successful free lecture series in October titled "Divided Nation/Divided State." Speakers included James Getty, Pulitzer Prize-winning author James McPherson and documentary film maker Ken Burns. The Burns lecture took place the week following the appearance of his series "The Civil War" on public television, and a crowd of 1,000 filled the auditorium of the Wilmington Friends School where he spoke.

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University of Delaware Library

The two-year project to process the papers of Senator John J. Williams of Delaware has been completed. Williams served in the U.S. Senate from 1947-1970. A published guide to the Williams papers is available (free), and an exhibition documenting his senate career is on view in the Special Collections Gallery until January 22, 1991.

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D.C.

Service Cutbacks at the National Anthropological Archives

The National Anthropological Archives, located in the National Museum of Natural History, Smithsonian Institution, Washington, D.C., is now open to the public from 9 a.m. to 12 noon, Monday through Friday. This cutback in hours is temporary. The NAA will resume its regular hours of 9 a.m. to 5 p.m. when the current Federal budget crisis is resolved and additional staff can be hired. The NAA staff regrets any inconvenience that this change might cause for its valued patrons.

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Applications are invited for the sixth year of the United States Capitol Historical Society Fellowship designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods of one month to one full year for a stipend of $1500 per month. Applications must be received by February 15, 1991. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 225-2700.

D.C.

Collections Management Unit

The Collections Management Unit of the Department of Anthropology, National Museum of Natural History, Smithsonian Institution, Washington D.C. will be open to visitors to the archaeology and ethnology collections between the hours of 1:00 p.m. to 5:00 p.m., Monday through Friday. Three visitors can be accommodated per afternoon. One additional visitor slot per day will be available for the physical anthropology collections (9 a.m. to 5:00 p.m.). All those interested in visiting the collections are urged to send a written request outlining dates and collections of interest at least two weeks in advance to: Collections Management Unit, Department of Anthropology, NMNH, Smithsonian Institution, Washington D.C. 20560. These temporary cut-backs in visitor services are made necessary by the current Federal budget situation and staff shortages in the unit. We regret any inconvenience these policies may cause visitors to our collections.

CALENDAR

The Midwest Archives Conference will hold its annual Spring meeting May 9 - 11, 1991 in Chicago, Illinois. Anyone having an interest in the preservation and use of historical materials is invited to attend the meeting. For further information and registration materials for the Midwest Archives Conference meeting please contact Tyler Walters, Northwestern University Library, University Archives, Evanston, IL 60208-2300 (708) 491-3136.

AAT Workshop for Archivists

The purpose of the one day workshop, to be held May 17, 1991 in Williamstown, MA, is to familiarize archivists and curators with the controlled vocabulary of the Art and Architecture Thesaurus (AAT). The use of the AAT in USMARC-formatted records will be illustrated and participants will create sample records, focusing on the choice and tagging of AAT terms for form of material, function, occupation and subject. Faceted indexing and the candidate term process will be discussed. Please contact Lofton Wilson, Acting Using Services Coordinator, Art and Arcitecture Thesaurus, 62 Stratton Road, Williamstown, MA 01267 or phone (413) 458-2151 for further information.

Preservation/Conservation Calendar - Spring 1991

February 28 - March 1: Washington, DC. "Environmental Conditions for Libraries and Archives," a course for librarians/archivists and physical plant managers, co-sponsored by the Commission on Preservation and Access and the Physical Plant Administrators of Universities and Colleges. Contact: Kathy Smith, Director of Educational Programs, APPA, 1446 Duke Street, Alexandria, VA 22314-3492.

March 19 - 20: Washington, DC. Preservation of Electronic Data and Technological Forecast, National Archives Conference on Preservation. Contact: Preservation Conference Coordinator, National Archives & Records Administration, Washington, DC 20408.

March 22 - 25: Iowa City, IA. "From Rittenhouse to Twinrocker," conference on papermaking for librarians, bibliographers, and others. Contact: UICB Paper Conference, Center for Conferences & Institutes, Iowa Memorial Union, University of Iowa, Iowa City, IA 52242.

MARYLAND

Baltimore City Archives Update

The letters from both the Maryland Caucus and Lee Stout to the Mayor of Baltimore concerning the status of their City Archives seem to have made some difference. According to Rebecca Gunby, Acting City Archivist, Mayor Kurt Schmoke is planning to make a visit to the Baltimore City Archives. In addition, the City Archives has been asked to mount an exhibition in City Hall of items from their collections.

Baltimore History Month

The Baltimore History Network, a consortium of Baltimore region archives, historical societies and museums is planning a month-long celebration of Baltimore's past for May 1992. Special tours of historic sites, seminars on Baltimore records and genealogy and exhibitions of historic collections are already scheduled for Baltimore History Month. If you are interested in participating, or would like a copy of the preliminary calendar, please contact Tim Pyatt at the Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401.

New Collections

The University of Maryland Baltimore County has acquired the archives of the Tissue Culture Association, Inc. The records of this scientific association will be housed in the Special Collections department of the Kuhn Library.

NEW JERSEY

Colonial Dames Library

The Burlington County Historical Society has on permanent loan the genealogical library of the National Society of the Colonial Dames in the State of New Jersey. It contains books, news clippings, post card and photograph albums, and miscellaneous papers. For further information, please contact the Society at 457 High Street, Burlington, NJ 08016 or phone (609) 386-4773.

NEW YORK

Archives Awards in New York State

The New York State Archives and Records Administration (SARA) capped its celebration of New York Archives Week by honoring five outstanding efforts in the State in the area of archives and records management.

Assemblyman William B. Hoyt received the award for Most Effective Advocate on behalf of Archives and Records Management Programs. He was a key supporter of the Documentary Heritage Program Law (1988), the Local Government Records Law (1987), and the Local Government Records Improvement Fund Act (1989). Hoyt's action was vital to saving both the new Netherland Documentary Editing Project and the New York Historical Documents Inventory, when budgetary problems threatened them with extinction.

The award for Excellence in Research Using the Holdings of the State Archives was presented to Dr. F. Daniel Larkin, Professor of History at the State University College at Oneonta. Dr. Larkin's research for his recent book, *John B. Jervis: An American Engineering Pioneer*, drew heavily on canal contracts and related records at the State Archives.

Washington County was recognized as having the Most Improved Local Government Archival Program in the State. The County successfully promoted its archival program within county government, completed an inventory of county archival records, produced three publications based on the inventory, and opened the archives to tours by college and elementary and secondary school students.

The award for Most Improved Historical Records Repository was presented to Hartwick College

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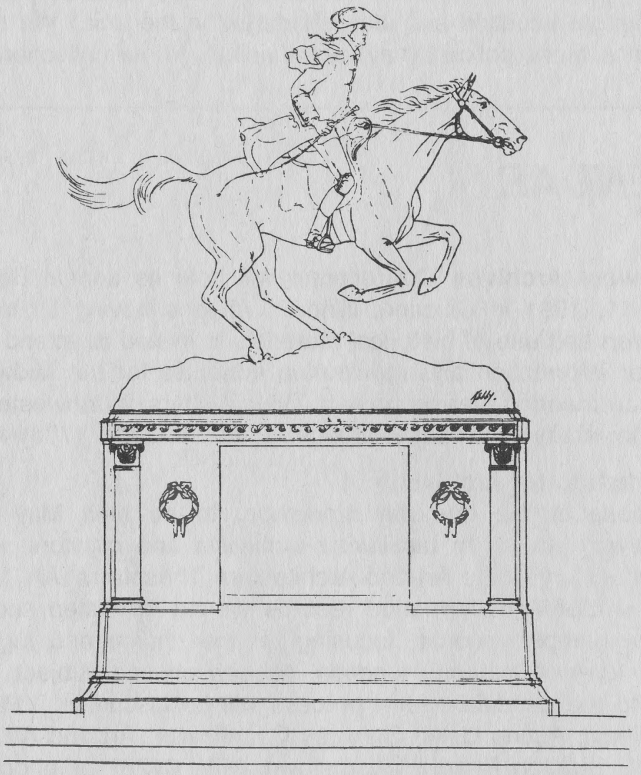

Caesar Rodney's statue in Rodney Square is the focal point of downtown Wilmington. Delaware's greatest patriot rode from Dover to Philadelphia to ensure that the state would vote for independence in 1776.

PENNSYLVANIA

PA Copy of Bill of Rights Missing

As next year's bicentennial celebration of the Bill of Rights approaches, officials say Pennsylvania's handwritten copy of the document is missing.

"We simply have no record of it ever being held by the archives," Harry Whipkey, state archivist and director of the Pennsylvania Bureau of Archives and History, told *The Philadelphia Inquirer*.

"We would love to say 'Here is Pennsylvania's copy of the Bill of Rights,' given the fact the commemoration is on now. Unfortunately, we can't produce it," he said.

There were only 14 handwritten copies of the Bill of Rights produced, 13 for each of the original states and one for the federal government.

The Bill of Rights, the first 10 amendments to the U.S. Constitution, went into effect December 15, 1791.

The federal copy is on permanent display at the National Archives building in Washington. Four other original states, New York, Maryland, North Carolina and Georgia, have also reported their copies missing.

Reproduced from the Lancaster, PA New Era, November 27, 1990.

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The 1929 stock market crash and the Depression, as well as the "first 100 days" of Franklin D. Roosevelt and the creation of dozens of so-called alphabet agencies are just a part of the story covered in the major exhibition, "Pennsylvania's New Deal: Jobs, Art and Politics," which opened at The State Museum of Pennsylvania, October 24, and runs through April 21, 1991.

The exhibit tells the story of the New Deal through charts, photographs, vintage film footage, murals, memorabilia, 1930's music, video oral interviews, and several scheduled live performances.

★

The Academy of Natural Sciences in Philadelphia has renewed a grant from the NHPRC for a project to contribute approximately 30,000 name authority records to the Library of Congress Name Authority File. The project is being conducted by the Philadelphia Area Consortium of Special Collections Libraries.

UMI Establishes Student Grant Program

University Microfilms International has established a student grant program at the University of Pittsburgh to support a UMI Preservation Fellowship, with two annual $15,000 awards to assist students, selected by a panel of university officials, who have demonstrated an ability and desire to pursue a leadership position in the field of preservation librarianship. For further information, please contact UMI at 300 N. Zees Road, Ann Arbor MI 48106 or phone (313) 761-4700.

(Continued on p. 10)

New York

(Continued from p. 8)

Archives. Harwick's Archives prepared a long-range plan; revised its mission statement and policies; developed a procedures manual; improved its physical facilities; and exchanged holdings information with other repositories.

The State University Construction Fund received the award for Most Improved State Agency Records Program. The Construction Fund's office records have been inventoried and are now covered by disposition schedules. Files are regularly transferred to the State Records Center and a data base has been designed for records retrieval and disposition.

The purposes of the Archives Week Awards, which will be given annually, are to raise public awareness of the importance of archives to modern society and to identify and recognize achievements in the archival and records community in New York State. SARA intends the awards program to be a source of motivation to local governments, state agencies, repositories and researchers. The program is also designed as a way for SARA to become more aware of the activities of its constituencies and for SARA's clients and public to gain a better understanding of SARA's services and activities.

Pennsylvania
(Continued from p. 9)

Decorative Designs of Frank Lloyd Wright to go on View
A comprehensive traveling exhibition of Frank Lloyd Wright's decorative designs will be mounted at the Museum of the Pennsylvania Academy of the Fine Arts from February 9 through April 14, 1991. Entitled "Frank Lloyd Wright: Preserving an Architectural Heritage", the exhibition consists of more than 70 decorative works including furniture, art-glass windows, textiles and drawings.

In addition to surveying the designs of Wright's 60-year career, the exhibition explores the complex issue of preserving Wright objects outside the buildings for which he designed them.

Complementary programs at the museum will include a film series, gallery talks, art history courses and guided tours. The exhibition is accompanied by a fully illustrated 156-page catalog written by curator David A. Hanks and available for $22.50. For further information, please contact the Academy at Broad and Cherry Streets, Philadelphia, PA 19102 or phone (215)972-7642.

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The Medical College of Pennsylvania Archives and Special Collections on Women in Medicine has produced note cards and post cards reproducing images of individual women and groups from its historic photographs collection. For purchasing information, please contact the Archives at 3300 Henry Avenue, Philadelphia, PA 19129 or phone (215) 842-7124.

VIRGINIA

The University of Virginia is once again holding its History of the Health Sciences Lecture Series. Lectures will be held in the Moll Medical History Room of the Claude Moore Health Sciences Library on the following topics: "From Tuberculosis to AIDS: Educating the Public About Dread Disease", February 12, 1991; "Medicine and the University: Historical Relations", March 19, 1991; and "Warning, The Surgeon General Has Determined: the Cigarette Risk and Medical Science", April 4, 1991. For further information, please contact Joan Echtenkamp Klein, Health Sciences Center, Box 234, Charlottesville, VA 22908 or phone (804) 924-0052.

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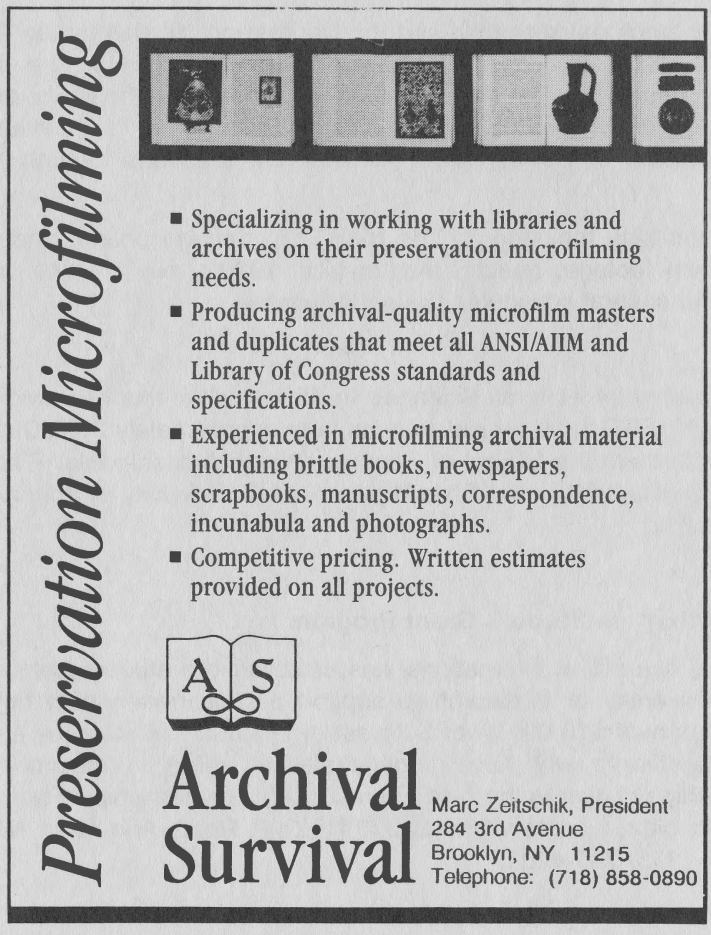
Grant Awarded To Swem Library

The U.S. Department of Education, under its Strengthening Research Library Resources program, has awarded a grant to the Earl Gregg Swem Library of the College of William and Mary to catalog the College's rich manuscript collections. The year-long grant, which began October 16, will mean that faculty and students at the College will have access to more than 1,000 manuscript collections through LION, the Library's online public access catalog.

Swem Library's major holdings, such as the Tucker-Coleman Collection and the papers of Thomas Jefferson, John Marshall, James Monroe and John Tyler, will be included in this extensive retrospective conversion project.



REFERENCE SHELF

A recent publication focuses on a new resource in the Research Libraries Information Network: descriptions of the records of government agencies. *Government Records in the RLIN Database: An Introduction and Guide* demonstrates the types of public records to be found in RLIN's Archival and Manuscripts Control (AMC) file, how these descriptions can be used for research, and how millions of other descriptions in the RLIN database can be used to complement government records in pursuit of a research topic.

Sixteen government archives are currently entering descriptions of their holdings into RLIN as part of RLG's Government Records Project, funded by the National Historical Publications and Records Commission. Copies are available for $2.00 from: Ms. Christina Kasson, Distribution Services Coordinator, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, CA 94040-1100.

★

The **Archives of the Billy Graham Center** includes tens of thousands of photographic images. To make its contents better known, the staff each year print a photobook of pictures related to a particular topic. Last year the topic was "Preach the Word." This year it will be, "Women in Missions." This latest photobook will contain over three dozen pictures of scenes from the 1890's down to the present. They include shots of work in many countries of Africa and Asia, as well as other parts of the world. To receive a copy of this publication, send a check or money order for $3.00 payable to "The Archives of the Billy Graham Center", along with a self addressed 6"x9" or larger envelope to: Photobook: "Women in Missions", Archives of the Billy Graham Center, Wheaton College, Wheaton, IL 60187. For more information, call (708) 260-5910.

★

U.S. Standard for Permanent Paper Revised

A second revision of the American National Standard for permanent paper for library and archival use (Z39.48-199X), is now available for comment from the National Information Standards Organization (NISO). The proposed revision is priced at $30 and can be ordered from NISO, PO Box 1056, Bethesda, MD 20827.

All interested persons are invited to participate in the review of this draft standard. The review period will end February 28, 1991. It is expected that a final standard incorporating the suggestions received during this three month review period will be completed in 1991.

This revision takes some significant departures from the original standard and previous drafts. A maximum pH value has been added, tests for some of the standard's criteria have been changed, and based on test data commissioned by NISO, the thresholds for lignin content have been raised significantly. For further information, please phone NISO at (301) 975-2814.

★

"Business Records and the Project Archivist: A Study in Limitations on Appraisal" has been published in *Easy Access*, v.16, no.3, (Sept. 1990) pp. 6-8. It is available from Northwest Archivists, Inc. c/o Mike Harrell, 2440 SW 87th Avenue, Portland, OR 97225.

Archives of Maryland

An Historical List of Public Officials of Maryland: Governors, Legislators and Other Principal Officers of Government, 1632 to 1990. Volume 1 (publication 575), Edward C. Papenfuse, editor, Maryland State Archives, Annapolis, MD 1990.

This is the first comprehensive list of Maryland public officials. It is broken down into 2 main sections, i.e., lists of offices and office holders and an index of all public officials. Short biographies are given for Governors, Attorney Generals, Treasurers, Comptrollers of the Treasury and Chief Judges of the Court of Appeals. The index to officeholders notes names in bold that can be found in *A Biographical Dictionary of the Maryland Legislature, 1635-1789.* Introductory paragraphs explain the creation of and/or changes in the function of the offices, departments and sessions. Footnotes are abundant throughout the volume. Abbreviations used for the Legislative Branch lists are included for ease of access. Entries in the index indicate years served and capacity. This very handsome volume was prepared using Xerox Ventura Publisher version 2.0 with Professional Extension. The volume is available from the Maryland State Archives, 350 Rowe Blvd, Annapolis, MD 21401.

★

A well written and useful article "The Archives of Voluntary Associations" by Susan Hart appears in the *ABCA Newsletter*, v.16, no.2 (Autumn 1990) pp 4-6. It is available from the Association of British Columbia Archivists, PO Box 78530, University Post Office, Vancouver, B.C. V6T 2E7.

The University of Delaware has published *A Guide to the Papers of Senator John J. Williams of Delaware* prepared by L. Rebecca Johnson. The guide contains a biography, series descriptions, and a chronology and is illustrated with numerous photographs taken throughout Senator Williams' career. It is available free of charge from Office of Director, University of Delaware Library, Newark, DE 19717-5267 or phone (302) 451-2231.

★

The Oberlin College Archives has published a *Guide to the Women's History Sources in the Oberlin College Archives*. This reference tool describes the rich historical resources available for studying the role and impact of women on the history of Oberlin College. Included are descriptions of discrete collections (institutional and non-institutional) tracing Oberlin's history from its founding in 1833, when it embraced coeducation, to the late twentieth century and the establishment of women's studies as a separate discipline.

This *Guide*, which contains 147 entries, is organized, in sequential order, around the record groups held by the Oberlin College Archives. Each numbered entry contains a collection title, with inclusive dates and collection size. Following the title is an Administrative History or Biographical Sketch, depending upon whether the entry reports on an institutional or personal papers collection. The title is followed by a Scope and Content Note, summarizing the extent and depth of the group or collection. This illustrated guide also contains a foreword, introduction, and a fifteen-page index.

Available for $20.00 from the Oberlin College Archives, 420 Mudd Center, Oberlin, OH 44074.

Archives and You: The Benefits of Historical Records is the title of a new publication from the New York State Archives and Records Administration. The 12-page booklet, with many photographs, is directed to a general audience to help explain the fundamentals of historical records. An introduction explains what historical records are, why they are valuable, and where they can be found. Five profiles of how New Yorkers use historical records follow:

A homeowner's association near Syracuse uses records from the construction of the Erie Canal to make a case for replacing a 70-year-old bridge; a botanist at Niagara Falls uses a botanical journal written in 1846 and other records to determine the future use of Goat Island, Niagara Falls; elementary school students in Saratoga Springs learn about their city using historic photographs and letters from an 11-year-old girl visiting the resort city in 1842; The Dance Theatre of Harlem uses the records in its relatively new archives to plan performances of the company and to document the history of the first successful black ballet company and school in the world; planners at Central Park consult historic photographs, a steropticon collection, and the drawings of Frederic Law Olmsted to rebuild the Park.

The booklet concludes with a brief description of how historical records are cared for, and how people can take action to ensure that historical records in their community receive the attention they deserve.

To obtain a copy of *Archives and You*, contact Terri Sewell, State Archives and Records Administration, 10A46 Cultural Education Center, Albany, NY 12230.

CORRECTION

The authors of the *Archives Library Information Center* bibliography "Disaster Planning" are Lida Holland Churchville and Catherine Hale. Ms. Churchville's name was misspelled in the Fall issue of *maa*.

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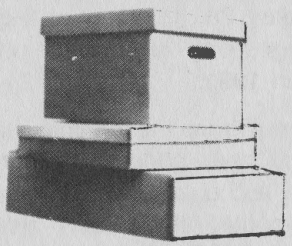

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Requirements: Minimum of 5 years curatorial experience; advanced degree in US history; archival management training or ALA-accredited MLS with an archival concentration; potential for scholarly and professional achievement.

Preferred: Ph.D. in US history; additional experience in archival and/or manuscript management, supervision, collection development, and automation, familiarity with the USMARC AMC format; evidence of scholarly and professional achievement.

Salary: $35,000-40,000, commensurate with qualifications and experience, with an additional stipend for teaching. Preference given to candidates at assistant professor rank but candidates at all levels will be considered. Benefits include TIAA/CREF, and liberal annual and sick leave.

Apply by February 1, 1991 to: Joan S. McConkey, Associate Director for Administrative Services, University of Colorado at Boulder Libraries, CB 184, Boulder, CO, 80309-0184. Include statement of qualifications, resume, names/titles of 3 references.

★

The Manuscript Division of the Library of Congress will be receiving approximately 10 professional and 16 paraprofessional positions. Most of these positions will be permanent and some will be filled beyond the entry level with professional archivists. For further information, contact Paul Chestnut, Manuscript Division, Library of Congress, Washington, DC 20540.

★

Project Archivist, Winthrop Group
Project Goal: To undertake the collection, organization, and processing of the archival records of an academic testing, admission, and research organization.

Requirements: Work with management person assigned to the project and Winthrop Group consulting archivist to whom the project archivist will report; two days per week beginning in January or February 1991 and continuing for 10-11 months; familiarity with archival methodology and practice.

Qualifications: B.A. required; M.A. desirable. Academic, continuing education, or on-the-job training in archival methodology and theory. Processing experience required. Must demonstrate ability to work independently and to get along well in a complex organizational environment.

Additional Information: part-time, no benefits, compensation competitive based on experience. Newtown, Pennsylvania (near Trenton, NJ) location.

Send resume and a sample of a *very brief* finding aid to: Linda Edgerly, Winthrop Group, Inc., 370 Central Park West, #104, New York, NY 10025. For more information telephone (212) 865-6181.

WESTERN ARCHIVES INSTITUTE

The 5th annual Western Archives Institute will be held at the University of California-Berkeley June 9-21, 1991. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career.

The program will include site visits to two major historical records repositories in the area. Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practica.

Tuition for this program is $400 and includes a selection of archival publications. Housing and meal plans are available at Berkeley's Clark Kerr Campus for additional charges. The application deadline is April 1, 1991. For additional information and an application form, contact Laren Metzer, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacremento, CA 95814 or phone (916)445-4294.

The Western Archives Institute is sponsored by the Society of California Archivists, the California State Archives, and the School of Library and Information Studies at UC-Berkeley.

PEOPLE

Lois R. Densky has been appointed library archivist at the University of Medicine and Dentistry of New Jersey. She served previously as the archivist for the Joint Free Public Library of Morristown and Morris Township, NJ.

Stephanie Munton has joined the staff of the Presbyterian Church (U.S.A.) Department of History, as Processing Archivist.

Duncan O. McCollum, formerly with the New York State Archives, has been named County Archivist for Jefferson County Colorado.

Joseph Coen, formerly an archivist with New York City Municipal Archives, has become the Records Management Coordinator for BOCES III in Suffolk County, New York.

Andrew J. Spano, Westchester County Clerk, was presented the Guy D. Paquin Award by the New York Association of Local Government Records Officers during its Archives Week program October 2 in Albany. Spano was recognized for his exceptional participation, support and involvement in the records profession.

Elsalyn Palmisano-Drucker, Director of the West Long Branch, NJ Public Library received an "award of recognition for outstanding service to public knowledge and preservation of the history of New Jersey" from the New Jersey Historical Commission.

Lynn Catanese has been appointed Archival Specialist at the Hagley Museum and Library. She formerly worked at the Chester County, PA archives.

Virginia Remsburg has left her position as archivist for the Baltimore Museum of History to become Curator of Collections at the Babe Ruth Museum.

Mary Beth Straight is the new Photo Archivist for the U.S. Naval Institute.

Katrie Parr has accepted the position of Archivist for Historic Annapolis.

Judy Hohmann, a senior public and education program specialist at the New York State Archives and Records Administration, is the recipient of the Society of American Archivists Philip M. Hamer-Elizabeth Hamer Kegan Award for her coordination of the video, "Let the Record Show: Practical Use for Historical Documentation."

Tim Pyatt has been appointed Archivist IV at the Maryland State Archives. Previously he had been Special Collections Librarian at University of Maryland, Baltimore County.

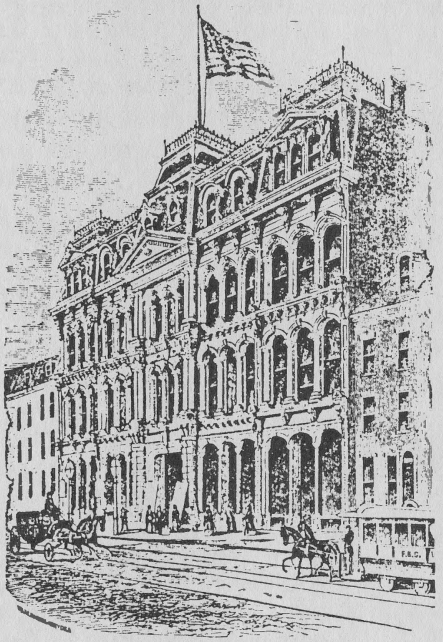
Richard J. Wattenmaker has been appointed director of the Archives of American Art at the Smithsonian Museum.

Tyrone G. Butler has been appointed deputy commissioner of the New York Department of Records and Information Services. Other appointments include **Kenneth R. Cobb,** director of the Municipal Archives; **Ramona K. Hylton**, director of the Municipal Reference and Research Center; and **Jean Peron**, director of the Municipal Records Management Division.

Jon Kukla formerly with the Virginia State Library and Archives, has been named Curator of Collections at The Historic New Orleans Collection.

Becker to Step Down as maa Editor

After over seven years of editing the *mid-atlantic archivist*, I feel that it is time to begin looking for a successor. I have thoroughly enjoyed the job and the opportunity it has presented to work with so many of my colleagues from throughout the region. Anyone interested in the position should send a resume to Greg Bradsher, Chair, MARAC Publications Committee, 7406 Lothian Lane, Fort Washington, MD 20744. It should be noted that MARAC pays all production costs. I'll be happy to answer any questions about the position and will stay on until my successor is appointed. I can be contacted at (908) 932-7006.



MASONIC TEMPLE AND OPERA HOUSE.

STEERING COMMITTEE

November 1, 1990

IN ATTENDANCE:

Greg Bradsher, Charlotte Brown, Lauren Brown, David W. Carmichael, Lucious Edwards, Jr., Tom Frusciano, Don Harrison, Margaret Jerrido, L. Rebecca Johnson, Jodi Koste, Richard Lindemann, Julie Morgan, Gerry Phillips, Betsy Pittman, Tim Pyatt, Lee Stout, Cynthia Swank, George Tselos.

After calling the meeting to order at 5:14 p.m., Lee Stout, Chair, reported that Larry Baume has replaced Janet Linde as representative for Washington, D.C. He noted that he had written to Mayor Kurt Schmoke about the Baltimore City Archives and that his and other letters seem to have had some effect, because the Archives may get an additional staff person and is receiving unprecedented attention.

Jodi Koste, Vice Chair, noted that, in conjunction with the Finance Committee, the Meetings Coordinating Committee has explored the issue of MARAC's liability exposure as a result of various activities at semi-annual meetings. Cynthia Swank reported on deficiencies of the coverage and cost of liability insurance, on liquor liability and on childcare liability. With regard to the last, the safest course is simply for MARAC to help parents find childcare, with the parents assuming all responsibility for arrangements with the provider. It was moved, seconded and voted to form an *ad hoc* committee, drawing members from the Finance and Meeting Coordinating Committee, to explore liability issues in greater detail, with power to consult an attorney.

The Steering Committee discussed using excess income from the semi-annual meetings to support and improve the meetings. It was concluded that this issue is one of the many that should be dealt with in the context of long-range planning.

Jodi Koste reported that 330 people have preregistered for this conference. She described progress on forthcoming meetings, particularly the twentieth anniversary celebration at the Spring 1992 meeting in Pittsburgh. Before planning beyond the Fall 1992 meeting in Buffalo, the Meetings Coordinating Committee is waiting for the survey results to see whether the membership wants one or two meetings per year.

Cynthia Swank, Treasurer, has investigated tax-exempt status in each of the MARAC states and will be filing forms wherever possible. She will consult with MARAC's accountant about the need to charge sales tax on all publications because they are distributed out of Virginia, which has no exemption provisions. She noted that MARAC's fiscal year (June 1–May 31) does not coincide with the fiscal year reported to the IRS (October 1 – September 30). It was moved, seconded and voted to permit the Treasurer to return to the fiscal year as reported to the IRS at the time tax-exempt status for MARAC was approved by closing MARAC's books on September 30, 1990.

Richard Lindemann, Executive Secretary, discussed the major problem with MARAC's directory: it is dated as soon as it is published, but publishing more frequently would be prohibitively expensive. He suggested that, in addition to the database maintained by Action Mail, a local database be established with additional information about people's areas of interest, volunteered services, e-mail and fax numbers, etc.

For the Publications Committee, Greg Bradsher reported that MARAC Technical Leaflets numbers 5 and 6 have just been published. The Steering Committee discussed proposals from the Publication Committee regarding distributing certain publications to the membership and/or conference attendants free of charge. Most of the remaining discussion focused on the symposia series, under the editorship of Erika Miller. Although the themes of both semi-annual meetings in 1990 (preservation and automation) coincide with symposium volumes, the Publications Committee does not intend to publish "proceedings" volumes for all semi-annual meetings. The Publications Committee received a proposal from Larry McCrank that the automation conference papers be published in *Primary Sources*. The merits of the proposal were discussed, and it was the sense of the Steering Committee that MARAC should not go outside to publish.

The Education Committee brought two proposals to the Steering Committee relating to the role of the Education Committee in the production of workshops. It was moved, seconded and voted that the Steering Committee endorses the concept of the Education Committee's coordinating and approving workshops but charges the Education Committee to develop a proposal for implementing this activity, including a timetable.

Ervin Jordan appeared before the Steering Committee to discuss his proposal for the establishment of MARAC fellows, which was discussed at the last Steering Committee meeting. E.J. presented his conviction that there is nothing to recognize the people who have made contributions to MARAC over the years. Lee Stout agreed but explained that the Steering Committee had been reluctant to adopt E.J.'s proposal because of concern that this might entail the perpetuation of a separate class of elite archivists.

(Continued on p. 16)

STEERING COMMITTEE

(Continued from p. 15)

A discussion ensued over existing and proposed forms of recognition, including the Service Awards and opportunities for recognition at MARAC's twentieth anniversary celebration. It was determined that arranging for some form of recognition should be part of the responsibilities of the anniversary task force and that the Service Awards should be revived and re-examined to determine how they might include on-going recognition.

For the Long Range Planning Committee, Gerry Phillips reported that she has received 234 responses to the membership survey, with over 30 different types of repositories represented.

Lee Stout adjourned the meeting at 8:33 p.m.

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Business Meeting

November 3, 1990
Alexandria, Virginia

Lee Stout, Chair, began his report by thanking Ron Becker for acting as editor of *The Mid-Atlantic Archivist*. He reported that letters of MARAC and other archival organizations to Mayor Kurt Schmoke seem to have had some positive effects in securing support for the Baltimore City Archives. He noted that a task force has been appointed to explore liability issues, with power to consult an attorney. He reminded the membership that MARAC will be celebrating its twentieth anniversary at the Spring 1992 meeting in Pittsburgh and that assistance is needed in preparing for the celebration. He reported that the Steering Committee has continued to study the provision of childcare at semi-annual meetings and that the wisest course of action, given liability issues, seems to be to provide information about childcare but allow people to make their own arrangements. He concluded his remarks by noting that the Education Committee has proposed to establish a procedure for the approval of MARAC workshops, with the ultimate goal of issuing Continuing Education Units for participation.

Jodi Koste, Vice Chair, reported on the locations, dates and committee chairs for future semi-annual meetings.

Reporting for Executive Secretary, Richard Lindemann, Lee Stout noted that MARAC currently has 898 members.

Cynthia Swank, Treasurer, noted that, for the current fiscal year to date (June 1 – October 24), dues payments are running ahead of last year's and already income from publications and advertising is at 50% of what was budgeted for the entire year. Because MARAC's fiscal year (June 1 – May 31) does not coincide with the fiscal year reported to the IRS (October 1 – September 30), the Steering Committee decided that the Treasurer should be permitted to return to the fiscal year as reported to the IRS by closing MARAC's books on September 30, 1990.

Jim Corsaro reported that no Custer Award was being given this year in the category of reports, manuals and guidebooks. He presented the 1990 Custer Award in the category of articles and monographs to David Bearman for *Archival Methods*.

Jim Byers, Chair, Local Arrangements Committee, reported that 396 people registered for this conference. Max Yella presented a slide show on Wilmington, Delaware, site of the Spring 1991 meeting.

STEERING COMMITTEE

RESOLUTIONS

Ervin Jordan offered the following resolution:

In Virginia North in the Commonwealth,
A part of the South in spite of itself,
Once upon a time in Alexandria towne,
The folks from MARAC come on down
To share the secrets we held so dear
Of archival automation far and near.
We trod the streets of Duke and Queen,
The oldest streets we've ever seen
Where once in olden days of yore,
Did march ye soldiers of the Civil War.
And to Gadsby's Tavern we did seek
Drink, good cheer, snacks and meat.
Amidst great clouds of cigarette smoke,
We laughed, we lied, we sang, we joked
About computers great and small
How archivally sound they were at all.
Where sessions were packed so overflowing
That some of us didn't know where we were going.
Where archival knowledge came and went
But t'was welcomed by us as Heaven sent.
But the drinks were free and, too, the advice
On how to use our computers not wrong but right.
All praise to our hosts at the Old Colony Inn
For ample parking and the rooms we're in.
Our thanks to Jim Byers and his merry dragoons.
For future local arrangements, we'll call upon you.
Whereas now our meeting is almost done,
And, like UVA, archivists are Number 1!

The resolution was accepted by acclamation.

Karl Niederer offered the following resolution:

Whereas, Don Harrison and Bruce Ambacher began planning the program for the Fall 1990 meeting more than a quarter century ago, 6 years, in fact, before MARAC was even established, and

Whereas, even in those early years Don and Bruce and their Program Committee recruited a wonderful assemblage of talented, knowledgeable experts to speak about, and demonstrate, the application of computer technology to archival administration, most of whom are still alive today, and

Whereas, the Alexandria meeting was preordained to include the largest number of workshops, program sessions and plenaries in MARAC's 18-year history — and to attract the largest audience in conference history, and

Whereas, in the fullness of time, the program for the meeting was painstakingly crafted, indeed sculpted, to provide something for everyone, regardless of his or her level of sophistication in the technology of automated archives, and

Whereas, Don and Bruce, in their long quest to make this a program understandable and beneficial to all, insisted that the presenters refrain from uttering incomprehensible technobabble,

Now, therefore, be it resolved by this conference that Don Harrison, Bruce Ambacher, and their able associates on the Alexandria program committee be commended for their dedication and hard work, and

Be it further resolved that this conference shall be regarded as the standard for program planning, organization, and thoughtful innovation, despite the fact that Don neglected his duty — by ignoring his own resolution of last May — to "serve juice and coffee to the headtable, and to be the conference photographer," and

Be it further resolved that the Fall 1990 meeting has been the best program, with the best speakers, the most discipline, and the best integration of everything we could want to know about a subject, but were afraid to ask ... UNTIL WE RETURN TO NEW JERSEY.

The resolution was accepted by acclamation.

Lee Stout adjourned the meeting at 9:24 a.m.

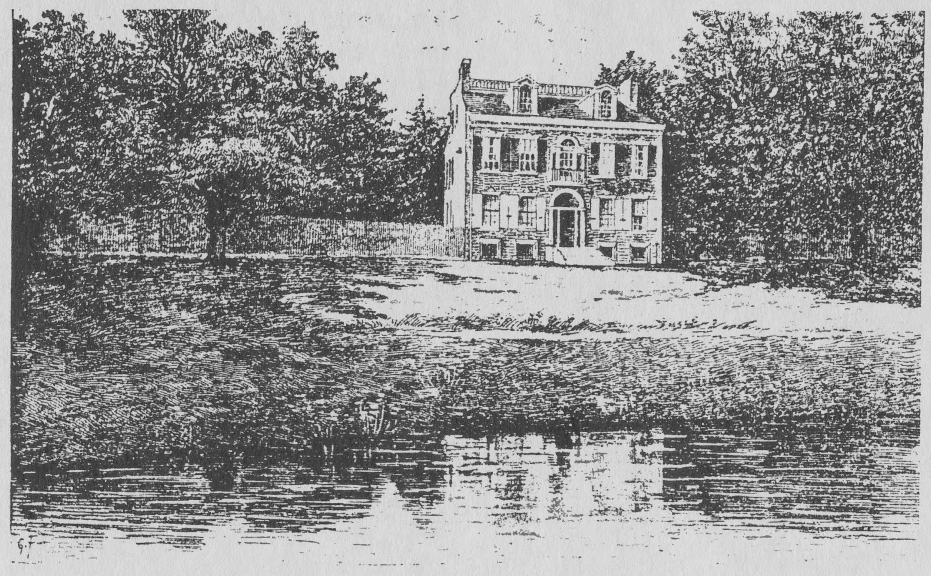
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1990/91 FISCAL YEAR
JUNE 1, TO NOVEMBER 30, 1990

Item	Budget FY90-91	Quarter 1	Quarter 2	Cum % of Budget	1990-91 YTD	1989-90 Actual
Income						
Membership Dues	$9,000.00	$632.00	$7,535.61	91%	$8,167.61	$8,848.00
Publication Sales	1,000.00	268.40	498.50	77%	766.90	653.85
Publ. Advertising	1,500.00	100.00	651.00	50%	751.00	1,699.00
Bank Interest	2,000.00	232.32	240.25	24%	472.57	2.127.99
Conferences	8,000.00	8,504.10	50.00	107%	8,554.10	9,141.43
Misc. Income	280.00	40.00	0.00	14%	40.00	160.00
Total Revenue	**$21,780.00**	**$9,776.82**	**$8,975.36**	**86%**	**$18,752.18**	**$22,630.27**
Expenses						
Admin. & General	$1,960.00	$88.76	$30.60	6%	$119.36	$2,243.43
Membership	2,000.00	328.18	820.89	57%	1,149.07	1,498.55
Committees	2,650.00	400.49	361.60	29%	762.09	1,749.78
Conferences	2,000.00	912.12	15.00	46%	927.12	1,282.74
Publications	12,860.00	1,614.00	5,312.18	54%	6,926.18	9,132.00
Awards	300.00	0.00	100.00	33%	100.00	200.00
Total Expenses	**$21,770.00**	**$3,343.55**	**$6,640.27**	**46%**	**$9,983.82**	**$16,106.50**
Net Income or (Net Loss)		**$6,433.27**	**$2,335.09**		**$8,768.36**	

Summary	
Opening Balance	$34,544.83
Income	8,975.36
Expenses	6,640.27
Closing Balance	**$36,879.92**

Fund	Opening	Credits	Debits	Closing
Current	$9,661.67	$8,975.36	$6,640.27	$11,996.76
Endowed	3,000.00	0.00	0.00	3,000.00
Reserve	21,883.16	0.00	0.00	21,883.16
Surplus	0.00	0.00	0.00	0.00
	$34,544.83	**$8,975.36**	**$6,640.27**	**$36,879.92**

Cash Accounts	
Checking	$4,537.88
Money Market	9,342.04
Certif. of Deposit	23.000.00
	$36,879.92



READ MANSION, NEW CASTLE, DEL.,
When the Marquis de Lafayette was the guest there of Hon. George Read, son of George Read, "the Signer."

SESSION ABSTRACTS

Duncan O. McCollum, Session Abstracts Editor, is leaving the MARAC area and will be unable to continue as editor. He is being replaced by Michael L. Miller, National Program Manager for Records Management at the Environmental Protection Agency. He welcomes volunteer abstractors who are encouraged to call him at (202) 382-5911. Many thanks to Duncan and welcome aboard to Mike!

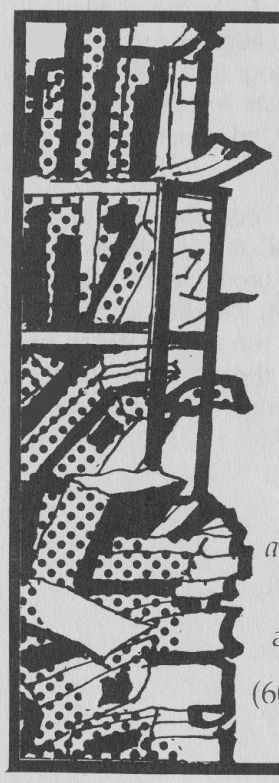
IMPLEMENTATION ISSUES: ARE WE CONCENTRATING ON USMARC, RATHER THAN BUILDING SYSTEMS THAT WORK FOR US?

Reported by Lisa B. Weber

The focus of the session was the USMARC (United States Machine-Readable Cataloging) format in the context of the universe of archival automation. Lisa Weber introduced the session by stating that she perceived confusion about what the MARC format is, does, and can do. The confusion is at a many levels — from distinctions between the format and implementation such as the length of fields, to conceptual issues such as where the format fits vis-a-vis archival automation. She stated that MARC has become synonymous with cataloging, but that limiting focus is not because of the format, but because of our narrow vision and use of the format.

Tom Hickerson, Cornell University, who examined the Research Libraries Information Network (RLIN) as the leading national bibliographic network that exchanges MARC Archives and Manuscripts Control (AMC) records, objected to the title of the session because it suggested that the MARC format does not work for us. He remarked that his own paper title, "Bibliographic Networks and Local Needs," also implied a dichotomy between national and local needs that is not useful. Hickerson examined eight functional requirements of an archival information system (appraisal, accessioning, arrangement and description, space management, preservation, reference, public programming/public affairs, and resource management) and how RLIN succeeds or fails at fulfilling these functions. Hickerson concluded that RLIN addresses the first six functions to varying degrees. However, the information must always be tied to a bibliographic record which seriously limits RLIN as an archival information system.

(Continued on p. 20)



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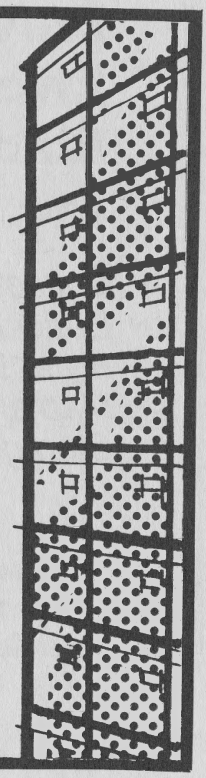

SESSION ABSTRACTS

(Continued from p. 19)

Kathleen Roe, New York State Archives, examined the USMARC within the microcomputer environment. Subtitling her paper, "Archives in Wonderland," Roe commented that archival automation discussions sound like the Mat Hatter's Tea Party. Roe emphatically stated she does not think any system available today addresses the total array of archival needs and requirements. She imagines the Red Queen shouting "STOP", because we have failed to think about and articulate what archivists do and therefore cannot tell system vendors what we need in terms of system design and implementation. Roe chided the profession for using microcomputer systems to replicate the national bibliographic networks and library systems that focus on cataloging, rather than using them as testing grounds to explore other archival functions and new approaches. She concluded by urging the profession to examine past practices and try new and different approaches in the future.

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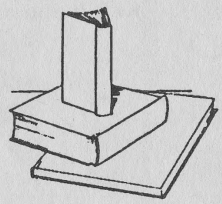

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AUTOMATED CONTROL OF NON-PAPER RECORDS

Reported by Nancy Y. McGovern

Lee Farrow, Archivist at the Frederick Law Olmsted National Historic Site, presented a paper on automated control of landscape architectural drawings consisting of a slide show introducing the collection; an outline of the item level description of the drawings; and a discussion of the translation of the description requirements into an automated system. They are developing a relational database that will combine contextual, descriptive, preservation and location information to reflect original order, connect the drawings to other collections, and serve administrative purposes.

Edward McCarter, Assistant Branch Chief of the Still Pictures Branch at the National Archives and Records Administration, provided a status report on their series level automated control system. This is a full text retrieval system containing descriptive and technical information about the photographs. McCarter described the process of developing and implementing the system which has been very successful for reference service and projects administration.

Thomas Soapes, administrator of the optical disk project at the Air and Space Museum Archives, described their ongoing project to provide automated access to their collection of photographs, motion pictures, video tapes and technical drawings. They are moving towards combining database and videodisk systems. He concluded the session by noting that large special media collections require archivists to make tough decisions about providing automated access to these records.

The papers presented provided comparisons of item level versus series level control, and systems under development versus systems in production. Audience questions demonstrated a strong interest in authority controls for information retrieval; the impact of the systems on the preservation of the records through decreased handling; and the benefit of system implementation to archives staff.

SESSION ABSTRACTS

DOCUMENTING THE AMERICAN FAMILY

Reported by Cynthia Swank

Barbara Geller, New York State Archives and Records Administration, formerly served as Archivist and Records Manager for Seton Hall University and the Archdiocese of Newark, NJ. She noted that many religious archives recognized the importance of documenting the collective human experience as early as the mid 1970s and that church records constitute an invaluable and largely unappreciated resource for social and cultural history. Records of parishes, social welfare agencies, and other parochial institutions such as schools, hospitals and cemeteries, offer information not available elsewhere. The Archives attempted to expand the volume of researchers beyond genealogists by numerous outreach efforts. It developed teaching packets, encouraged Seton Hall teachers to make use of the archives a requirement in some courses, entered important record groups into national databases, assisted in planning parish anniversaries, created oral history and photo preservation programs, conducted workshops, and developed a pamphlet series highlighting the collections. Cooperative outreach efforts, Geller suggests, can increase public awareness of the richness of our resources.

Diana Maull, Westchester County Archives, also pointed out that the 1970s saw interest in family history develop with the potential of bridging the gap between academic historians and genealogists. She noted that the government records genealogists frequently use in tracing individual families also can provide evidence about groups of people and social history. For instance, wills provide information about property accumulation by ethnic groups, and women's ownership by geographical area and generation. Maull stated that one of her frustrations is that few historians are using the County Archives and genealogists seldom peruse the inventories. Karen L. Jefferson, Moorland-Spingarn Research Center, Howard University, noted that almost every collection at the Center documents the African American family. Processors are instructed to look for family materials and establish a series called "family papers" within collections of personal papers. The Manuscript Division has an active oral history program and has 1000 interviews that include descriptions of family life. Jefferson suggested that systematic documentation of the family should be developed just as repositories have built and identified their holdings on women. She warns that repositories must be conscious of the need to document broad cross sections of family life and not just outstanding achievers and the articulate. She noted the beginning cooperative efforts in Washington to document neighborhoods and the Anacostia Museum's sponsorship of a group called the Friends of Preservation for Afro-American Culture.

USING AUTOMATION TO SUPPORT APPRAISAL

Reported by Michael L. Miller

Avra Michelson, Archival Research & Evaluation Staff, National Archives and Records Administration, reported on a research project under consideration at NARA to investigate the use of an expert system to assist archivists in the appraisal process. The project would bring together appraisal archivists and experts in the field of intelligence and knowledge engineering to address three initial questions: first, can archivists agree on a formal logic to guide appraisal; second, can appraisal logic be formulated into a set of rules that can be manipulated by a computer; and third, can the rules developed for one repository be used by other repositories? Michelson felt that the outcome was uncertain, but the process of addressing even the first question would provide a substantial benefit for appraisal practice.

Tom Ruller, New York State Archives and Records Administration, described using automation, specifically the RLIN network, to share appraisal information. Ruller, a member of the Government Records Project Appraisal Working Group, argued that before appraisal information can be effectively shared, archivists need to know more about how appraisal is done presently. In Ruller's view, although archivists may collect copious information during the archival process, much of it is not suitable for sharing in its present forms. Before archivists can effectively share appraisal information, there should be better documentation of appraisal decisions, a review of the methodologies and criteria used, and an analysis of what information is needed on line to meet user requests.

Meyer Fishbein noted that most appraisals are done relatively quickly and without much difficulty. If that is true, to what extent do archivists need expert systems or access to the appraisal thinking of others?

SESSION ABSTRACTS

THE CHANGING NATURE OF RECORDKEEPING: 200 YEARS AT THE BUREAU OF THE CENSUS AND THE PATENT AND TRADEMARK OFFICE

Reported by Michael L. Miller

David Pemberton, a historian for the Bureau of the Census, reviewed the history of automation at the Census Bureau, weaving together the evolution of the hardware, the resulting changes in recordkeeping, and the growth in research use. Specific examples included the automated TIGER mapping system, automated address lists, reporting systems, and the census schedules themselves. Pemberton closed by raising some questions about the status of Census products and whether such records should be retained by the Bureau or transferred to the National Archives.

Jay Lucas, Patent and Trademark Office (PTO), took a different approach and focused on how individual patent examiners actually process patent applications and how their work will be changed by automation. Until the advent of the Automated Patent Search System patent examiners did their work in much the same way for over a century. The process consisted of exchanges of written correspondence between the PTO examiner and the applicant. Lucas closed by describing his vision of the Patent Office of the future where much of the process will be carried on electronically, and the effects that will have on the documentation.

In his commentary, Michael Miller, former NARA appraiser for both Census and PTO records, raised two questions. First, for years the Census Bureau has retained custody of many data files appraised as archival, but has failed to preserve them properly. What are the implications for those who recommend allowing agencies to retain custody of electronic records appraised as archival? Second, the PTO's patent application files through 1918 have been accessioned by the National Archives, and later files through 1950 have been recommended for transfer. What are the records management implications of creating, reviewing, and maintaining the majority of these records in electronic form?

ARCHIVES AND THE DOCUMENTATION AND RESTORATION OF HISTORIC PROPERTIES: THE WHITE HOUSE AND THE CAPITOL

Reported by Karen D. Paul

Jean Taylor Federico, Office of Historic Alexandria, introduced the session participants, Betty C. Monkman of the White House Office of the Curator and William C. Allen of the Office of the Architect of the Capitol. Betty Monkman described various types of records she has found particularly useful in documenting the history of the building, its furnishings, and collections. These included many record groups at the National Archives from offices with jurisdiction over the White House as well as manuscript and architectural sources. Among the most valuable materials are financial records including vouchers, inventories, and account books - sources she feels are under-appreciated by archivists. These records have helped to document presidential portraits, the glass collection, and paint and fabric sources and samples. Among the slides used to illustrate her talk were many "firsts" showing the evolution of the building we know today.

Bill Allen emphasized how heavily the staff of the Architect's Office relies on its archives, even in making daily buildings maintenance decisions. His slide presentation provided some seldom seen views of special preservation problems unique to the Capitol including the great dome, the Old Senate Chamber, and the Old Supreme Court Chamber.

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SESSION ABSTRACTS

ARCHIVES, PHOTOGRAPHS, AND THE CIVIL WAR

Reported by Karen D. Paul

William F. Stapp, Smithsonian Institution, introduced Wally Owen of the National Archives and Records Administration and Harris J. Andrews of Time-Life Books. Wally Owen presented slides that provided a "story behind the picture," or a closer look at the Civil War in Alexandria. He demonstrated with his selection of views, how photos really only tell what the photographer intends. He emphasized that photos cannot be used alone but must be combined with other archival sources to describe a whole story. Harris Andrews elaborated this message by focusing exclusively on the images of A.J. Russell, known as the Civil War photographer who most closely captured battlefield scenes and for being an innovator in photographic technology. Russell was hired by the Railway Construction Corps to document its construction projects and consequently did not have to sell his photos for a living - he was able to photograph what interested him. Images shown during this presentation provided a valuable lesson for archivists interested in reading and interpreting images of the Civil War.

Will Stapp summarized by noting that during the War, photographs were not widely circulated by the press as they are today. There was often a time delay of two to three months. When images were reproduced, it generally was to make some point, to illustrate a text, usually to make a moral observation. He cautioned archivists to use care when interpreting images of the time, as frequently captions are incorrect. One should be well versed in other archival sources to evaluate Civil War images accurately, because they are cultural documents, products of their time and place.

THE SECRET ARCHIVES OF WASHINGTON, DC: LOCAL ARCHIVES WITH NATIONAL SCOPE

Reported by Karen D. Paul

David Anderson introduced the session by pointing out that Washington has a wealth of archival repositories of all types, and that few people are aware of this diversity and the fact that many of the repositories have a national scope.

Fred Stielow presented slides concerning the AfroAmerican Newspapers Archives and Research Center which has amassed a collection of photographs and administrative files from AfroAmerican newspapers. These records contribute greatly to currently available resources documenting black history from the point of view of AfroAmericans. Fund raising currently is underway to support scanning and digitizing the archive of subject files and photos. When completed it will be distributed and made widely available.

Maygene Daniels, National Gallery of Art, took the group on a slide "walking tour" of the Gallery Archives. She illustrated the founding of the Gallery, its development, and emphasized that its holdings reflect the history of American culture because of their breadth and depth.

Barbara Vandergrift, National Press Club, provided a lively look at the history and development of the Club and its holdings. Humorous views of club members both reporting the news and making news provided a glimpse of the inside world of journalism. Among the holdings of the archives are the famous National Press Club luncheon speeches.

Tony P. Wrenn, American Institute of Architects, described the holdings of the world's largest collection on the profession of architecture. This diverse collection includes textual materials, artifacts, and an extensive rare book collection. Accompanying slides provided an amusing historical description of the development and political influence of the Institute.

James D. Walker reported on the history and recent restoration of the Summer School Museum and Archives of the District of Columbia School System. This collection includes an unusually complete collection of reports, minutes, directives and statistics together comprising an important source for the history of Black education.

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